

**Session 2 - Student:
Course and Schedule Development and Faculty Load**



**Date: Monday, March 28, 2022
Time: 10:15am - 12:15pm
Ellucian**

Evaluator's Name: _____

	Functionality	Comments
Overview		
4	Overview of Course/Schedule – Spend 15 minutes demonstrating the following scenarios 4a- Student Experience - searching for classes using various criteria – e.g., subject, location, day/time, instructor, etc.	
	4b- Show how a new course is created and then and subsequent sections for a specific offering	
	4c- Demonstrate how course rotations can be incorporated and accessed for academic planning – e.g., offered every fall, offered every other spring, etc.	
2	2a- Show how open-entry/open-exit courses are supported	
Academic Calendar Definition and Setup		
3	Demonstrate how Financial Aid periods are tied to various term combinations to support the awarding of financial aid for a given financial aid year.	
1	Demonstrate the creation of academic years and sessions/terms/census date/grading periods.	
	<ul style="list-style-type: none"> Show how the system supports shorter-than-semester courses – e.g., 4-week, 6-week, 8-week 	
14.	Show how grading periods are tied to course end dates – including shorter-than-semester courses	
2	Demonstrate how your system manages the set-up of various academic calendars.	
	2a- Show how open-entry/open-exit courses are supported	

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	2b- Show how the system supports courses that span multiple terms – e.g., FA/SP	
Course/Catalog		
13.	Demonstrate the ability to publish an electronic version of the catalog.	
9.	Demonstrate the ability to “roll” a previous version of the catalog into a new catalog year and make updates.	
11.	Demonstrate the ability to manage multiple versions of the course catalog.	
12.	Demonstrate the ability to view historical catalog data, e.g., edits for a particular course over a period of years	
6	Demonstrate the entry of catalog, i.e., course, data, including the following items:	
	6a- Course	
	6b- Course name (long and short versions)	
	6c- Course number	
	6d- Campus/site location	
	6e- Academic division	
	6f- Academic department	

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	6g- Start date (effective date)	
	6h- End date (ineffective date)	
	6i- Prerequisites and Co-requisites both recommended and required	
	6j-Course description (long & short versions)	
	6k-Credit/non-credit status	
	6l-Grading options, including pass, fail, audit, non-graded	
	6m-Fees (mandatory and optional)	
	6n-Number of credits/units fixed and variable	
	6o-Repeat rules	
	6p-Instruction method(s), e.g., lecture, lab, online	
	6q-Cross-listings and equivalencies	
	6r-Academic sessions that the course is normally offered	
	6s-Transferability	
	6t-Status, e.g., active, inactive, pending approval	
	6u-Links with other courses, e.g., lecture with lab	
	6v-Special designations, e.g., Honors Students	

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	6w-Restrictions (e.g., first-year students only)	
	6x-Permissions, e.g., faculty, advisor, placement test scores	
	6y-Data required for IPEDS reporting	
7	Demonstrate a course set-up and grading periods for a course with clock hours.	
4	4b- Show how a new course is created and then and subsequent sections for a specific offering	
17.	Demonstrate or discuss the integration with a third-party Catalog/Schedule development product – e.g., Courseleaf, Digarc, Watermark	
5.	Demonstrate the creation of locations and facilities.	
	5a- Newly locations	
	5b- New buildings	
	5c-New classrooms	
15.	Show a student's transcript.	
Class Schedule – Sections per session		
16.	Describe the logical relationships that exist between the catalog and class schedule.	
24.	Demonstrate the ability to publish an electronic version of the class schedule.	

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18.	Demonstrate how a preliminary class schedule can be developed: a.From a previous version of the class schedule	
	b. From the catalog, with user-specified parameters for number of classes/sections, etc.	
19.	Demonstrate the creation of a course section offering for a specific session/period. Show which data elements from the course records are inherited in the section record and which data elements can be overridden within the section.	
22.	Demonstrate the assignment of a meeting time and location to a specific course section. Including multiple times and locations.	
23.	Demonstrate the ability to assign instructors to a specific section of a course including multiple instructors teaching a single course	
32a	Ability to search for an available classroom or lab based upon time, day, and or location	
	32e- Ability to search for courses by title to see when it was last taught and/or the number of times it has been taught within a given period (Special Topics)	
25.	Demonstrate the cancellation of a class along with an indication for the reason, e.g., low enrollment.	
26.	Demonstrate the automatic “drop” of students who are in classes that are cancelled.	
27.	Demonstrate the notification a student receives when class is cancelled. Show how other notifications are sent – e.g., A&R, LMS	

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31.	Demonstrate overrides for courses – e.g., prerequisites, capacity, etc.	
30.	Demonstrate the ability to “block schedule” several classes – blocks of classes that are all offered by a division that allow a student to register for a block of courses rather than each course individually.	
	Demonstrate how a preliminary class schedule can be developed: 18a-From a previous version of the class schedule	
	18b-From the catalog, with user-specified parameters for number of classes/sections, etc.	
32.	With respect to the management of classes, please demonstrate the following:	
	32b- Ability to forecast likely enrollment for a tentative schedule of classes	
	32c- Ability to generate reports that indicate low/high enrollment sections, seats remaining, size of wait list, etc.	
	32d- Ability to view the average size of a course	
	32f- Ability to run Room Schedule Report that shows every course that is being offered in that room during a given year/term.	

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	32h- Ability to track students who are studying abroad or away from campus.	
29.	Demonstrate the generation of an error/exception report, e.g., missing data.	
Faculty Responsibilities and Functions		
36.	Demonstrate the ability to run a faculty schedule report.	
37.	Show how faculty members use self-service – e.g., drop a student for non-attendance, view student details, change a grade, etc.	
38.	Demonstrate grade entry from a faculty perspective.	
39.	Show how course evaluations can be managed – or integrated with the LMS	
40.	Show how textbooks are assigned to classes – and how students and faculty can view them	
32g	32g- Ability to run Class List Report.	
Faculty Responsibilities and Functions (FLAC)		
33.	Demonstrate faculty load and pay calculations.	
	33a- Show how non-teaching assignments are tracked for load – e.g., committee service	

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	33b- Show how overload is calculated	
	33c- Show how the system supports load balancing over an academic year	
	33d- Show load "banking and borrowing" is tracked	
	33e- Demonstrate how a section is assigned the correct type of pay (Lecture, LabTier1, LabTier2, LabTier3, Non-Credit, CDCP, Older Adults) 33f- Demonstrate how the assigned pay flows to payroll	
	33g- Demonstrate how changes such as cancels, substitution, change of instructors, time, dates, etc. are processed and communicated to payroll	
	33h- Demonstrate how an instructor is on-boarded, how they are added to Instructor Maintenance? And how they are added to a section or to an assignment.	
	33i- We would like to be walked through a new-hire from their initial hire through them being paid.	
Faculty Responsibilities and Functions		
34.	Demonstrate adding a new faculty member into the system.	
35.	Show how faculty credentials are tracked	

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Evaluation Form

Perceived Strengths of Vendor Solution:

Perceived Weaknesses of Vendor Solution:

Additional Comments:

Acceptability of Vendor Solution: Yes No

Evaluation URL: